

CHAPTER 208
CONTINUING EDUCATION FOR OCCUPATIONAL THERAPISTS
AND OCCUPATIONAL THERAPY ASSISTANTS

645—207.1(148B) Definitions. For the purpose of these rules, the following definitions shall apply:
“*Active license*” means the license of a person who is acting, practicing, functioning, and working in compliance with license requirements.

“*Administrator*” means the administrator of the board of physical and occupational therapy examiners.

“*Audit*” means the selection of licensees for verification of satisfactory completion of continuing education requirements during a specified time period.

“*Board*” means the board of physical and occupational therapy examiners.

“*Continuing education*” means planned, organized learning acts designed to maintain, improve, or expand a licensee’s knowledge and skills in order for the licensee to develop new knowledge and skills relevant to the enhancement of practice, education, or theory development to improve the safety and welfare of the public.

“*Hour of continuing education*” means a clock hour spent by a licensee in actual attendance at and completion of an approved continuing education activity.

“*Inactive license*” means the license of a person who is not engaged in practice in the state of Iowa.

“*Lapsed license*” means a license that a person has failed to renew as required, or the license of a person who has failed to meet stated obligations for renewal within a stated time.

“*License*” means license to practice.

“*Licensee*” means any person licensed to practice as an occupational therapist or occupational therapy assistant in the state of Iowa.

645—207.2(272C) Continuing education requirements.

207.2(1) The biennial continuing education compliance period shall extend for a two-year period that begins on the fifteenth day of the licensee’s birth month and ends two years later on the fifteenth day of the birth month.

a. Requirements for occupational therapist licensees. Each biennium, each person who is licensed to practice as an occupational therapist in this state shall be required to complete a minimum of 30 hours of continuing education approved by the board.

b. Requirements for occupational therapy assistant licensees. Each biennium, each person who is licensed to practice as an occupational therapy assistant in this state shall be required to complete a minimum of 15 hours of continuing education approved by the board.

207.2(2) Requirements of new licensees. Those persons licensed for the first time shall not be required to complete continuing education as a prerequisite for the first renewal of their licenses. Continuing education hours acquired anytime from the initial licensing until the second license renewal may be used. The new licensee will be required to complete a minimum of 30 hours of continuing education per biennium for occupational therapists and 15 hours for occupational therapy assistants each subsequent license renewal.

207.2(3) Reinstated licensees and licensees through interstate endorsement shall obtain 30 hours of continuing education credit for occupational therapists and 15 hours for occupational therapy assistants for renewal of the license if the license is obtained in the first year of the continuing education biennium. Reinstated licensees and licensees through interstate endorsement shall obtain 15 hours for occupational therapists and 8 hours for occupational therapy assistants if the license is obtained in the second year of the continuing education biennium. Reinstated licensees and licensees through interstate endorsement may use continuing education earned prior to licensure in Iowa, but within the same continuing education biennium in which they obtained Iowa licensure, to fulfill this requirement.

207.2(4) Hours of continuing education credit may be obtained by attending and participating in a continuing education activity. These hours must meet the requirements herein pursuant to statutory provisions and the rules that implement them.

207.2(5) No hours of continuing education shall be carried over into the next biennium.

207.2(6) It is the responsibility of each licensee to finance the cost of continuing education.

645—207.3(272C) Standards for approval.

207.3(1) General criteria. A continuing education activity which meets all of the following criteria is appropriate for continuing education credit if it is determined by the board that the continuing education activity:

- a. Constitutes an organized program of learning which contributes directly to the professional competency of the licensee;
- b. Pertains to subject matters which integrally relate to the practice of the profession;
- c. Is conducted by individuals who have specialized education, training and experience by reason of which said individuals should be considered qualified concerning the subject matter of the program, and is accompanied by a paper, manual or outline which substantively pertains to the subject matter of the program and reflects program schedule, goals and objectives. The board may request the qualifications of presenters;
- d. Fulfills stated program goals, objectives, or both; and
- e. Provides proof of attendance to licensees in attendance including:
 - (1) Date, location, course title, presenter(s);
 - (2) Number of program contact hours (One contact hour usually equals one hour of continuing education credit.); and
 - (3) Official signature or verification by program sponsor.

207.3(2) Specific criteria.

- a. Licensees may obtain continuing education hours of credit by:
 - (1) Presenting professional programs which meet the criteria listed in this rule. Two hours of credit will be awarded for each hour of presentation. A course schedule or brochure must be maintained for an audit;
 - (2) Providing official transcripts indicating successful completion of academic courses which apply to the field of occupational therapy. Credit hour equivalents are:
 - 1 academic semester hour = 15 continuing education hours of credit
 - 1 academic trimester hour = 12 continuing education hours of credit
 - 1 academic quarter hour = 10 continuing education hours of credit
 - (3) Authoring research or other activities the results of which are published in a recognized professional publication. The licensee shall receive five hours of credit per page;
 - (4) Viewing videotaped presentations if the following criteria are met:
 1. There is a sponsoring group or agency;
 2. There is a facilitator or program official present;
 3. The program official may not be the only attendee; and
 4. The program meets all the criteria specified in this rule;
 - (5) Participating in home study courses that have a certificate of completion;
 - (6) Attending courses/activities that have business-related topics: marketing, time management, government regulations, and other like topics;
 - (7) Attending courses/activities that have personal skills topics: career burnout, communication skills, human relations, and other like topics;
 - (8) Attending courses/activities that have general health topics: clinical research, CPR, child abuse reporting, and other like topics;
 - (9) Attending workshops, conferences and symposiums which relate directly to the professional competency of the licensee.

- b.* The maximum number of hours in each category in each biennium is as follows:
- (1) Fifteen hours of credit for occupational therapists and eight hours of credit for occupational therapy assistants for presenting professional programs.
 - (2) Fifteen hours of credit for occupational therapists and eight hours of credit for occupational therapy assistants for participating in research.
 - (3) Fifteen hours of credit for occupational therapists and eight hours of credit for occupational therapy assistants for viewing videotaped presentations and electronically transmitted material that have a postcourse test.
 - (4) Fifteen hours of credit for occupational therapists and eight hours of credit for occupational therapy assistants for business-related topics, personal skills topics and general health topics.
 - (5) Fifteen hours of credit for occupational therapists and eight hours of credit for occupational therapy assistants for home study courses.
- c.* Each biennium, a minimum of 15 hours of continuing education for occupational therapists and a minimum of 8 hours for occupational therapy assistants shall be of a clinical nature.

645—207.4(272C) Reporting continuing education by licensee. At the time of license renewal, each licensee shall be required to submit a report of continuing education to the board on a board-approved form.

207.4(1) The information on the form shall include:

- a.* Title of continuing education activity;
- b.* Date(s);
- c.* Sponsor of the activity;
- d.* Board-approved sponsor number (if applicable);
- e.* Number of continuing education hours earned; and
- f.* Teaching method used.

207.4(2) Audit of continuing education report. After each educational biennium, the board will audit a percentage of the continuing education reports before granting the renewal of licenses to those being audited.

- a.* The board will select licensees to be audited.
- b.* The licensee shall make available to the board for auditing purposes a copy of the certificate of attendance or verification for all reported activities that includes the following information:
 - (1) Date, location, course title, schedule (brochure, pamphlet, program, presenter(s) and their credentials), and method of presentation;
 - (2) Number of contact hours for program attended; and
 - (3) Indication of the successful completion of the course.
- c.* For auditing purposes, the licensee must retain the above information for two years after the biennium has ended.
- d.* Submission of a false report of continuing education or failure to meet continuing education requirements may cause the license to lapse and may result in formal disciplinary action.
- e.* All renewal license applications that are submitted late (after the end of the compliance period) may be subject to an audit of the continuing education report.
- f.* Failure to receive the renewal application shall not relieve the licensee of the responsibility of meeting the continuing education requirements and submitting the renewal fee by the end of the compliance period.

645—207.5(147) Reinstatement of lapsed license. Failure of the licensee to renew within 30 days after expiration date shall cause the license to lapse. A person who allows a license to lapse cannot engage in practice in Iowa without first complying with all regulations governing reinstatement as outlined in the board rules. A person who allows the license to lapse may apply to the board for reinstatement of the license. Reinstatement of the lapsed license may be granted by the board if the applicant:

1. Submits a written application for reinstatement to the board;
2. Pays all of the renewal fees then due;
3. Pays all penalty fees which have been assessed by the board for failure to renew;
4. Pays the reinstatement fee; and
5. Provides an official statement from each country, territory and state board of examiners regarding the status of the applicant's license, including issue date, expiration date and information regarding any pending or prior investigations or disciplinary action. The applicant shall request such statement from all entities in which the applicant has been licensed since the Iowa license lapsed; or
6. Provides evidence of satisfactory completion of Iowa continuing education requirements during the period since the license lapsed. The total number of continuing education hours required for license reinstatement is computed by multiplying 30 for the occupational therapist licensees and 15 for occupational therapy assistant licensees by the number of bienniums since the license lapsed. Occupational therapist licensees shall have a maximum of 90 hours of continuing education and occupational therapy assistant licensees shall have a maximum of 45 hours of continuing education.

645—207.6(272C) Continuing education waiver for active practitioners. An occupational therapist or occupational therapy assistant licensed to practice occupational therapy or occupational therapy assistance shall be deemed to have complied with the continuing education requirements of this state during the period that the licensee serves honorably on active duty in the military services or as a government employee outside the United States as a practicing occupational therapist or occupational therapy assistant.

645—207.7(272C) Continuing education exemption for inactive practitioners. A licensee who is not engaged in practice in the state of Iowa may be granted an exemption of continuing education compliance and obtain a certificate of exemption upon written application to the board. The application shall contain a statement that the applicant will not engage in practice in Iowa without first complying with all regulations governing reinstatement after exemption. The application for a certificate of exemption shall be submitted upon forms provided by the board. The licensee shall have completed the required continuing education at the time of reinstatement.

645—207.8(272C) Continuing education waiver for disability or illness. The board may, in individual cases involving disability or illness, grant waivers of the minimum education requirements or extension of time within which to fulfill the same or make the required reports. No waiver or extension of time shall be granted unless written application therefor is made on forms provided by the board and signed by the licensee and appropriate licensed health care practitioners. The board may grant a waiver of the minimum educational requirements for any period of time not to exceed one calendar year from the onset of disability or illness. In the event that the disability or illness upon which a waiver has been granted continues beyond the period of waiver, the licensee must reapply for an extension of the waiver. The board may, as a condition of any waiver granted, require the applicant to make up a certain portion or all of the minimum educational requirements waived by such methods as may be prescribed by the board.

645—207.9(272C) Reinstatement of inactive practitioners. Inactive practitioners who have been granted a waiver of compliance with these rules and obtained a certificate of waiver shall, prior to engaging in the practice of occupational therapy in the state of Iowa, satisfy the following requirements for reinstatement.

207.9(1) Reinstatement of the inactive license may be granted by the board if the applicant:

- a. Submits a written application for reinstatement to the board;
- b. Pays all renewal fees then due;
- c. Pays the reinstatement fee; and
- d. Provides an official statement from each country, territory and state board of examiners regarding the status of the applicant's license, including issue date, expiration date and information regarding any pending or prior investigations or disciplinary action. The applicant shall request such statement from all entities in which the applicant has been licensed since putting the Iowa license on inactive status.

207.9(2) The applicant shall furnish in the application evidence of one of the following:

- a. Full-time practice in another state of the United States or the District of Columbia and completion of continuing education for each biennium of inactive status substantially equivalent in the opinion of the board to that required under these rules; or
- b. Completion of a total number of hours of approved continuing education computed by multiplying 30 for occupational therapist licensees or 15 for occupational therapy assistant licensees by the number of bienniums a certificate of exemption has been in effect for such applicant. The occupational therapy licensees shall have a maximum of 90 hours of continuing education and occupational therapy assistants shall have a maximum of 45 hours of continuing education; or
- c. Successful completion of the appropriate professional examination, successfully completed within one year immediately prior to the submission of such application for reinstatement.

645—207.10(272C) Hearings. In the event of denial, in whole or part, of any application for approval of a continuing education activity for continuing education credit, the applicant or licensee shall have the right within 20 days after the sending of the notification of denial by ordinary mail to request a hearing which shall be held within 90 days after receipt of the request for hearing. The hearing shall be conducted by the board or an administrative law judge designated by the board, in substantial compliance with the hearing procedure set forth in rule 645—11.9(17A).

These rules are intended to implement Iowa Code section 272C.2 and chapter 148B.

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CHAPTER 208

AGENCY PROCEDURE FOR RULE MAKING

Rescinded IAB 6/30/99, effective 8/4/99

CHAPTER 209

PUBLIC RECORDS AND FAIR INFORMATION PRACTICES

Rescinded IAB 6/30/99, effective 8/4/99

CHAPTERS 210 to 219

Reserved